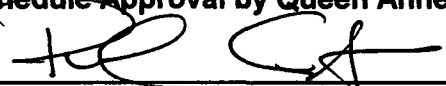
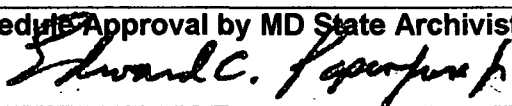


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE DGS 550-1	Schedule No. C-1009 Agency Queen Anne's County Government
Schedule Approval by Queen Anne's County <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">  <hr style="width: 80%; margin: 0 auto;"/> Paul W. Comfort, Esq., Queen Anne's County Administrator </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;">5/17/06</div> Date </div> </div>	
Schedule Approval by MD State Archivist <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">  <hr style="width: 80%; margin: 0 auto;"/> Dr. Edward C. Papenfuse, MD State Archivist </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;">6/02/06</div> Date </div> </div>	
Description and Retention Section and Item	
SECTION A: DEPARTMENT OF AGING	
<u>SECTION A-1: Department of Aging—Miscellaneous Records</u> <ol style="list-style-type: none"> 1. Correspondence: includes internal/external communication, incoming/outgoing ground mail <ul style="list-style-type: none"> A. Screen annually; destroy material having no further fiscal, legal or operational value B. Retain permanently for eventual transfer to State Archives any material that serves to document the origin, development and accomplishments of the department; C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a <i>record</i> will be printed out and retained according to the time periods specified herein) 2. Evaluations of Employees <ul style="list-style-type: none"> ▪ 3 years; then destroy (HR retains originals) 3. Notification of Grant Awards <ul style="list-style-type: none"> ▪ Close out + 3 years; then destroy 4. Timesheets <ul style="list-style-type: none"> ▪ 3 years; then destroy (Finance retains originals) 5. Units of Service <ul style="list-style-type: none"> ▪ Screen annually; destroy material having no further fiscal, legal or operational value 	
<u>SECTION A-2: Department of Aging—Grants from the MD Department of Aging</u> <ol style="list-style-type: none"> 1. Administration <ul style="list-style-type: none"> ▪ 3 years + close out; then destroy 2. Curb Abuse and Medicare and Medicaid Program (CAMP) <ul style="list-style-type: none"> ▪ Close out + 3 years; then destroy 	

3. **Congregate Housing Service (Pending):** records are kept on a per client basis
 - A. Client Records—5 years; then destroy
 - B. Grant Documents—close out + 3 years; then destroy
4. **Congregate Meals**
 - A. Service Records—5 years; then destroy
 - B. Electronic Records—5 years; then destroy
 - C. Grant Documents—close out + 3 years; then destroy
5. **Family Caregivers Support**
 - A. Client Records—5 years, record electronically; then destroy
 - B. Electronic Records—5 years; then destroy
 - C. Grant Documents—close out + 3 years; then destroy
6. **Guardianship**
 - A. Grant Documents—3 years + close out; then destroy
 - B. Client Records—3 years after guardianship ceases; then destroy
7. **Home Delivered Meals**
 - A. Service Records—5 years; then destroy
 - B. Electronic Records—5 years; then destroy
 - C. Grant Documents—close out + 3 years; then destroy
8. **Information Technology**
 - Grant Documents—close out + 3 years; then destroy
9. **Medicaid Waiver—Case Management:** records are kept on a per client basis
 - A. Client Records—6 years; then destroy
 - B. Grant Records—close out + 3 years; then destroy
10. **Ombudsman:** records are kept on a per client basis
 - A. Client Records—5 years; then destroy
 - B. Grant Records—close out + 3 years; then destroy
11. **Preventive Health:** includes Medication Management, Nutrition Counseling, Nutrition Education, Physical Fitness
 - A. Service Records—(electronically recorded)—5 years; then destroy
 - B. Electronic Records—5 years; then destroy
 - C. Grant Records—close out + 3 years; then destroy
12. **Senior Assisted Housing:** records are kept on a per client basis
 - A. Client Records—5 years; then destroy
 - B. Monitoring Records for homes—3 years; then destroy
 - C. Grant Records—close out + 3 years; then destroy
13. **Senior Care:** records are kept on a per client basis
 - A. Client Records—5 years; then destroy
 - B. Grant Records—close out + 3 years; then destroy

14. Senior Information and Assistance

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Grant Records—close out + 3 years; then destroy

15. SHIP--Health Insurance Counseling

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Grant Records—close out + 3 years; then destroy

16. State Nutrition Program

- Grant Records—close out + 3 years; then destroy

17. Support Services: includes Community Care, Info & Assistance, Legal Assistance, Senior Centers, and Case Coordination

- A. Service Records—5 years; then destroy
- B. Electronic Records—5 years; then destroy
- C. Grant Records—close out + 3 years; then destroy

18. Vulnerable & Elderly Individual Protection VEIP--Vulnerable & Elderly

- A. Client Records—5 years; then destroy
- B. Grant Records—close out + 3 years; then destroy

Capital Grants

19. Senior Center Bond Grant Funding Program: Facility Design and Construction

- A. 15 years; then destroy
- B. Screen annually; destroy material having no further fiscal, legal or operational value

SECTION A-3: Department of Aging—Grants-MD Transportation Administration

1. **County Ride System:** correspondence, financial info
 - Life of the grant + 3 years and until all audit requirements have been met; then destroy
2. **Job Access-Reverse Commute (JARC):** public routed service
 - A. Grant Records—3 years + close out; then destroy
 - B. Service Records (electronically recorded)—5 years; then destroy
 - C. Electronic Records—5 years; then destroy
3. **Medical Assistance Funding Program:** demand response service
 - A. Service Records—6 years; then destroy
 - B. Grant Records—close out + 6 years; then destroy
4. **Rural Community Based Service:** public routed service
 - A. Service Records (electronically recorded)—5 years; then destroy
 - B. Electronic Records—5 years; then destroy
 - C. Grant Records—3 years + close out; then destroy
5. **Statewide Special Transportation Assistance Program (SSTAP):** public routed service
 - A. Service Records (electronically recorded)—5 years; then destroy
 - B. Electronic Records—5 years; then destroy
 - C. Grant Records—3 years + close out; then destroy
6. **Section 5311:** public routed service
 - A. Service Records (electronically recorded)—5 years; then destroy
 - B. Electronic Records—5 years; then destroy
 - C. Grant Records—3 years + close out; then destroy

Capital Grants

7. **FTA/MTA: Facility Design & Construction**
 - A. Grant Records—close out + 3 years (unless otherwise instructed by law or grant terms); then destroy
 - B. Permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
8. **Vehicle Procurement**
 - Grant Records—close out + 3 years; then destroy
9. **Vehicle Records**
 - “Concurrence w/Disposal” (MTA requirement)—disposal + 3 years; then destroy

SECTION B: DEPARTMENT OF ANIMAL CONTROL

1. **Accounts**
 - 3 years; then destroy
2. **Adoptions**
 - 4 years; then destroy
3. **Cash books**
 - 3 years; then destroy
4. **Complaints**
 - 4 years; then destroy
5. **Correspondence:** includes internal/external communication, incoming/outgoing mail
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Retain permanently any material that serves to document the origin, development and accomplishments of the department for eventual transfer to State Archives
 - C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)
6. **Dog License**
 - 4 years; then destroy
7. **Hearing Records**
 - 3 years; then destroy
8. **Redemptions**
 - 4 years; then destroy
9. **Releases**
 - 4 years; then destroy

SECTION C: DEPARTMENT OF CORRECTIONS

1. **Agreements**
 - Life of agreement + 4 years; then destroy
2. **Bank statements**
 - 7 years; then destroy
3. **Budgets**
 - Transferred to finance; see SECTION F: Department of Finance
4. **Child sexual offender notification**
 - Until the death of the offender; then destroy
5. **Consent to waive extradition**
 - 7 years; then destroy
6. **Correspondence:** includes internal/external communication, incoming/outgoing ground mail
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
 - C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)
7. **Emergency plan exercise**
 - Until updated or superseded; then destroy
8. **Food facility:** application, transfer order, dietician-approved menus
 - 5 years and until all audit requirements have been met; then destroy
9. **General files** (includes: incident reports, cell phone contracts, public safety roster (state), audit findings, office equipment information, bid info, policies and procedures, job responsibilities)
 - 7 years; then destroy
10. **Hepatitis shots:** accept/reject, authorized signature that shot was given
 - Until employee termination; add to employee medical file and send file to HR—send original to HR immediately
11. **Incident/observation reports**
 - 2 years and until all audit requirements have been met; then destroy
12. **Inmate welfare fund/case files:** checks, stubs, accounting log, deposit slips
 - 25 years; then destroy
13. **Inspections** (in-house jail): firearms, tools, security, chemical devises, keys
 - Life of the equipment + 4 years; then destroy

14. Leave requests

- 7 years; then destroy

15. Monies collected for housing other inmates

- 7 years; then destroy

16. Monies received for holding state inmates: receipt, check copy

- 7 years; then destroy

17. Overtime authorizations

- 7 years; then destroy

18. Paid bills

- 7 years; then destroy

19. Per diem rates (state issued)

- 7 years; then destroy

20. Personnel

- Until employee termination; then transfer to HR immediately

21. Pest control: receipts, check in, check out, copies

- 3 years and until all audit requirements have been met; then destroy

22. Phone bills

- 7 years; then destroy

23. Radios issued: full list signed by personnel who are issued them

- Until updated or superseded; then destroy

24. Reports of inmates housed for other agencies

- 3 years and until all audit requirements have been met; then destroy

25. Safety inspection (OSHA, MOSHA) annual summary of occupational illnesses and injuries

- 5 years following the years to which they relate; then destroy

26. Sexual offender registration document

- Until the death of the offender; then destroy

27. Training list: each employee has a sheet that gets added to

- Until employee termination; add to personnel file and send file to HR

28. Vehicles: inspection certificates, vehicle info, purchase info

- Duration of vehicle ownership; then destroy

29. Vehicle maintenance: repair charges, gas

- 7 years; then destroy

30. Work orders--oxygen

- 1 year after completion of work order; then destroy

31. Work release: inmate list and amounts, receipt

- 25 years; then destroy

SECTION D: OFFICE OF THE COUNTY ADMINISTRATOR

1. Agreements

- Record electronically, retain for life of the agreement + 2 years, then destroy

2. Annexation: municipal annexation requests, etc

- Record electronically, retain 5 years after close of action; then destroy

3. Bids

- A. Unsuccessful--1 year; then destroy
- B. Successful—contract fulfillment + 3 years; then destroy

4. Bills/Draft of Bills

- 1. Until updated or superseded; then destroy

5. Boards (QAC): includes general info, boards and lists of members, policy, oath, pay info

- 2. Until updated or superseded; then destroy

6. Case Files: correspondence re: pending investigations, leases, litigation, regulations/changes, rulings, clarifications, legal opinions, landfill, roads, sewers, zoning, etc.

- A. Circuit Court cases: 10 years; then destroy
- B. District Court cases: 7 years; then destroy

Correspondence

- C. Screen annually; destroy material having no further fiscal, legal or operational value
- D. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives

7. Certificate of Publications: certificates for notices published

- 3 years; then destroy

8. Civil Infractions: lawsuits--paid & unpaid

- District Court--close out + 7 years; then destroy

9. Claims

- A. Settlement + 5 years; then destroy

10. Commendations

- 1 year; then destroy

11. Commissioner's Background Data

- Retained permanently for eventual transfer to MD State Archives

12. Commissioner's Correspondence Books/Meeting Package

- Retained permanently for eventual transfer to MD State Archives

13. Commissioner's Minutes

- Stored electronically and retained permanently for eventual transfer to MD State Archives

14. Comprehensive Plan

- A. Record copy maintained permanently by the Department of Planning & Zoning
- B. Screen annually; destroy material having no further fiscal, legal or operational value

15. Correspondence: includes internal/external communication, incoming/outgoing ground mail

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
- C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)

16. County Code: correspondence with state/general code publishers

- Until updated or superseded; then destroy

17. County Flag, History & Seal

- Screen annually; destroy material having no further fiscal, legal or operational value/Retain permanently any material that serves to document the origin, development and accomplishments of the department/eventually transfer to MD State Archives

18. Economic Development: includes information regarding affordable housing, private industry council, railroads, prospect/inquiry info, existing business info, financial records of prospective businesses, personal tax documents, certain plats and blueprints

- Until updated or superseded, disperse to appropriate departments, then destroy.

19. Financial Records

- See SECTION F: Department of Finance

20. Legal Advertising/Notices to Newspapers

- 3 years; then destroy

21. Legal: related documents; attorney-county correspondence

- Screen annually; Destroy material having no further fiscal, legal or operational value/Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives

22. Legislation (County/State)

- Until updated or superseded; then destroy

23. Legislative Packages; including constituent letters of legislative support

- A. Hard copy retained until updated or superseded; record electronically, then destroy
- B. Electronic records—25 years; then destroy

24. Memorial information: press, program, accomplishments

- Screen annually; Destroy material having no further fiscal, legal or operational value/Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives

25. Minutes: boards and commissions throughout the county

- A. Originals/Hard Copies--5 years; record electronically, then destroy
- B. Electronic records—permanently; eventually transfer to State Archives

26. Newsletters

- Retain permanently one copy; eventually transfer to State Archives

27. Ordinances

- Permanently; eventually transfer to State Archives

28. Personnel Records

- See SECTION H: Department of Human Resources

29. Proclamations

- A. Originals/Hard Copies—1 year; record electronically, then destroy
- B. Electronic records—permanently; eventually transfer to State Archives

30. Procurement Policy

- Until updated or superseded; then destroy

31. Public Information & Press Information: includes PSA's

- Screen annually; Destroy material having no further fiscal, legal or operational value/Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives

32. Resolutions

- Permanently; eventually transfer to State Archives

33. Standard Operating Procedures: for County Commissioners and senior government officials/high-level management

- Permanently; eventually transfer to State Archives

34. Studies/Reports/Plans: water, conservation

- Screen annually; Destroy material having no further fiscal, legal or operational value/Retain permanently any material that serves to document the origin, development and accomplishments of the department/eventually transfer to MD State Archives

SECTION E: DEPARTMENT OF EMERGENCY SERVICES

1. **911 Digital Centerline Map/Plan-O-Metric Maps**
 - Updated weekly; all information made obsolete by the updating process is destroyed/deleted
2. **911 Records:** includes all calls for service, dispatch records
 - 6 months; then destroy
3. **Bids**
 - A. Unsuccessful bids--1 year; then destroy
 - B. Successful bids--3 years; then destroy
4. **Bills To Be Paid** (see Purchase Orders Section E, Item 24)
5. **Blood-borne Pathogens (BBP):** all related documents and files
 - 30 years after termination; then destroy
6. **Citizens Core Grant Program (CCGP):** 2 year period of performance
 - Close out + 90 days; then destroy
7. **Community Emergency Response Team (CERT):** 1 year period of performance
 - Close out + 90 days; then destroy
8. **Contracts**
 - Close out + 6 months; then destroy
9. **Correspondence:** includes internal/external communication, incoming/outgoing ground mail
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
 - C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)
10. **Emergency Management Performance Grant (EMPG):** 1 year period of performance
 - Close out + 90 days; then destroy
11. **Emergency Subscriber List (ESL)**
 - Until updated or superseded; then destroy
12. **Employee Scheduling--bi-weekly**
 - 1 year; then destroy
13. **EMS Quality Assurance Program Records**
 - 7 years; then destroy

14. EMS Training

- 3 years; then destroy

15. Hazardous Materials Emergency Preparedness Program (HMEP): 2 year period of performance

- Close out + 90 days; then destroy

16. HIPPA: all related documents and files

- A. 5 years; then destroy
- B. Copies (for patient care reports)—7 years; then destroy

17. Homeland Security Grant Program (HSGP): 2 year period of performance

- Close out + 90 days; then destroy

18. Law Enforcement & Terrorism Planning Program (LATTP): 2 year period of performance

- Close out + 90 days; then destroy

19. MD Institute for Emergency Medical Services Systems (MIEMSS)--50-50 grant: 1 year period of performance

- Close out + 90 days; then destroy

20. MD Institute for Emergency Medical Services Systems (MIEMSS)--bio-terrorism grant: 1 year period of performance

- Close out + 90 days; then destroy

21. MEMA/FEMA Disaster Re-imbursement:

- 1 year; then destroy

22. Numbers Board Grant Program (NBGP): 1 year period of performance

- Close out + 90 days; then destroy

23. Patient Care Reports (PCR)

- 7 years; then destroy

24. Purchase Orders/Bills--includes equipment info

- Screen annually; destroy any material having no further fiscal, legal or operational value

SECTION F: DEPARTMENT OF FINANCE

SECTION F-1: Department of Finance-Accounting/Budget

1. 1099 reports

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 7 years in Downs; then destroy

2. Adopted budgets

- Permanently; eventually transfer to State Archives

3. Budget amendments & supporting documents

- A. Current Year: until audit is complete; then move to Downs Bldg.
- B. Prior 7 years—keep in Downs Bldg.; then destroy

4. Budget work-papers

- A. Current year and 1 year prior kept in office
- B. 2nd year prior—7 years in Downs Building; then destroy

5. Check registers—Accounts Payable and Payroll

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 7 years in Downs: then destroy

6. Comprehensive Annual Reports

- Permanently; eventually transfer to State Archives

7. Correspondence: includes internal/external communication, incoming/outgoing ground mail

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
- C. Electronic mail—60 days; then destroy; (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)

8. General Ledger

- A. Print selected reports to file and store on CD
- B. 5 years electronically; then destroy

9. Grant Files

- A. Current year: until audit is complete; then transfer to Downs Bldg.
- B. Prior 7 years in Downs; then destroy—unless directed by granting agency

10. Interface from Tax and UB to Fund Accounting

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior year in Downs; then destroy

11. Invoices

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 7 years in Downs; then destroy

12. Journal-entry source documents

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 7 years in Downs; then destroy

13. Subsidiary Ledgers (detail)

- 5 years (must be made available on-line); then destroy

SECTION F-2: Department of Finance-Payroll Records

1. Cancelled payroll checks

- See bank statements (Section F-3 item 1)

2. Check/Direct Deposit registers

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 7 years in Downs; then destroy

3. Federal & State Tax forms relating to the reporting and payment of employment-related taxes

- 5 years after tax due-date or date tax paid, whichever is later; then destroy

4. Leave usage reports

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 3 years in Downs; then destroy

5. Payroll journal showing all current and YTD info (by employee)

- A. Current year: until audit is complete, then transfer Downs
- B. Prior 50 years in Downs; then destroy

6. Payroll registers detailing earnings and withholdings

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior year in Downs; then destroy

7. Pension reports (bi-weekly)

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 3 years in Downs; then destroy

8. Timesheets and other supporting data (by pay period)

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 3 fiscal years in Downs; then destroy

9. W-2 reports

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 50 years in Downs; then destroy

SECTION F-3: Department of Finance-Treasury

- 1. Bank Statements**
 - A. Current year: until audit is complete; then move to Downs Bldg.
 - B. Prior 7 years in Downs; then destroy
- 2. Cancelled Checks (imaged)**
 - A. Current year: until audit is complete; then move to Downs Bldg.
 - B. Prior 7 years in Downs; then destroy
- 3. Cancelled Checks (not imaged)**
 - Prior 7 years in Downs; then destroy
- 4. Cash receipt batches, register tapes, transmittals, deposit slips**
 - A. Current year: until audit is complete; then move to Downs Bldg.
 - B. Prior 2 years in Downs; then destroy
- 5. Check registers**
 - Send copy to Treasury Division and retain until audit is complete; then destroy
- 6. Monthly real property receivable summaries**
 - A. Current year: until audit is complete; then move to Downs Bldg.
 - B. Prior 4 years in Downs; then destroy
- 7. Real property assessment changes, adjustments, and tax refunds**
 - A. Current year: until audit is complete; then move to Downs Bldg.
 - B. Prior 7 years in Downs; then destroy
- 8. Real property penalty posting reports**
 - A. Current year: until audit is complete; then move to Downs Bldg.
 - B. Prior 7 years in Downs; then destroy
- 9. Real property tax history (by account—shows all transactions and owner history by tax year)**
 - A. Maintain on-line for one year until all accounts for that year are settled
 - B. Electronically retained permanently; eventually transfer to State Archives
- 10. Returned Check Letters**
 - 2 years; then destroy
- 11. Tax sale records**
 - A. Current year: until audit is complete; then move to Downs Bldg.
 - B. Prior 7 years in Downs; then destroy
- 12. Weekly cash reconciliation**
 - Until audit is complete; then destroy
- 13. Wire transfer supporting documents**
 - A. Current year: until audit is complete; then move to Downs Bldg.
 - B. Prior 7 years in Downs; then destroy

SECTION F-4: Department of Finance-Utility Billing—Sanitary District

1. Account detail

- 18 months on-line (for law enforcement); then destroy

2. Customer file (contains owner name-changes, connection reports, assessment notices, correspondence, etc.)

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 3 years in Downs; then destroy

3. Meter reading & Billing reports

- C. Current year: until audit is complete; then move to Downs Bldg.
- D. Prior 3 years in Downs; then destroy

4. Miscellaneous reports, vehicle use, septage reports

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 3 years in Downs; then destroy

5. Paid utility bills

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 2 years in Downs; then destroy

SECTION G: DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

SECTION G-1: Department of Housing and Community Development-Miscellaneous

1. **Construction Documents** (includes site plans, architectural plans, construction specification, financing documentation)
 - 25 years; then destroy
2. **Correspondence:** includes internal/external communication, incoming/outgoing ground mail
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
 - C. Electronic mail—60 days; then destroy; (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)
3. **Deeds**
 - Permanently; eventually transfer to State Archives
4. **Personnel/Employee Records**
 - Until employee termination; then transfer to HR immediately
5. **Project Development Documents**
 - Permanently; eventually transfer to State Archives

SECTION G-2: Department of Housing and Community Development-Program Records

1. **Capital Grant:** all related files and documents
 - Close out + 5 years; then destroy
2. **Community Development Block Grant (CDBG):** all related files and documents
 - Close out + 5 years; then destroy
3. **Critical Workforce Loans (CWF):** all related files and documents
 - Close out + 3 years; then destroy
4. **Emergency and Transitional Housing Subsidy Program (ETHS):** all related files and documents
 - Close out + 2 years; then destroy
5. **Fisher Manor:** all related files and documents
 - Close out + 5 years; then destroy
6. **Family Self Sufficiency Program (FSS)—client records:** all related files and documents
 - Close out + 5 years; then destroy

7. **Family Self Sufficiency (FSS)—Coordinator Grant (funded by HUD):** all related files and documents
 - Close out + 3 years; then destroy
8. **Grasonville Terrace:** all related files and documents
 - Close out + 5 years; then destroy
9. **Housing Opportunities for Persons With AIDS Program (HOPWA):** all related files and documents
 - Close out + 5 years; then destroy
10. **Housing Code:** all related files and documents
 - Close out + 2 years; then destroy
11. **Housing Revolving Loans:** all related files and documents
 - Close out + 3 years; then destroy
12. **Homeless Prevention Program (HPP):** all related files and documents
 - Close out + 2 years; then destroy
13. **MD Affordable Housing Trust Grant (MAHT):** all related files and documents
 - Close out + 3 years; then destroy
14. **Moderately Priced Dwelling Unit Program (MPDU):** all related files and documents
 - Close out + 3 years; then destroy
15. **Nuisance Ordinance:** all related files and documents
 - Close out + 2 years; then destroy
16. **Riverside Estates:** all related files and documents
 - Close out + 5 years; then destroy
17. **Small Business Expansion Program (SBEP) revolving loans:** all related files and documents
 - Close out + 3 years; then destroy
18. **Scattered Site:** all related files and documents
 - Close out + 5 years; then destroy
19. **Special Loan Program Loans:** all related files and documents
 - Close out + 3 years; then destroy
20. **Terrapin Grove:** all related files and documents
 - Close out + 5 years; then destroy
21. **Voucher (Section 8):** all related files and documents
 - Close out + 5 years; then destroy

SECTION G-3: Department of Housing and Community Development-Tenants

- 1. Active Tenants:** all related files and documents
 - Close out + 5 years; then destroy
- 2. Old Tenants—No Balance:** all related files and documents
 - Close out + 5 years; then destroy
- 3. Old Tenants—With Balance:** all related files and documents
 - Close out + 3 years; then destroy

SECTION H: DEPARTMENT OF HUMAN RESOURCES

1. **Application:** Recruitment info, interview letters, copies of letters sent if not hired, etc.
 - 1 year from date of action; then destroy
2. **Blue Cross-Blue Shield records** (includes group renewal changes, billing statements/payments, membership applications, manual payments, monthly billing, drug premium payments, change and enrollment forms)
 - 5 years after paid; then destroy
3. **Budgets**
 - 3 years; then destroy
4. **Comp time/Overtime agreements**
 - 1 year; then destroy
5. **Correspondence:** includes internal/external communication, incoming/outgoing ground mail, memos, miscellaneous departmental info, outside agency info, etc
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
 - C. Electronic mail—60 days; then destroy; (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)
6. **Dental Plan**
 - 7 years after employee termination/1 year after termination of plan; then destroy
7. **Department (HR) guideline spreadsheet**
 - 1 fiscal year; then destroy
8. **Direct deposit request forms**
 - 7 years after employee termination; then destroy
9. **Disability-group, long-term, insurance plans/programs**
 - Screen annually; destroy material having no fiscal, legal or operational value
10. **Drug Program** (includes testing program, personnel with positive responses, quarterly reports for CDL random testing
 - A. Latest monitoring + 5 years for positive results; then destroy
 - B. For testing program, until updated or superseded; then destroy
 - C. For quarterly reports, 3 years; then destroy
11. **Employee Section125 benefit plan** election and compensation reduction agreement
 - Life of the plan; then destroy
12. **Ethics Board:** general, law & procedures, actions, state opinions, disclosure of gifts, disqualifications, election reports, candidate disclosure, findings, complaints, cases
 - Screen annually; Destroy material having no further fiscal, legal or operational value

- 13. General Files** (includes advertisements, EEOC reports, MSRS correspondence, perfect attendance, sick leave balances [for retirement])
- Screen annually; destroy material having no fiscal, legal or operational value
- 14. I-9's**
- 3 years (pull at term and keep separate); then destroy
- 15. Interview letters**
- 1 year from date of action; then destroy
- 16. Life Insurance programs** (including summary reports, correspondence, products profile, term life, medical life, COBRA, Medicare, injured workers insurance fund)
- Screen annually; destroy material having no fiscal, legal or operational value
- 17. MD state retirement**
- Retain for the length of post-termination benefit + 7 years; then destroy
- 18. Medical certification documents**
- Upon termination + 7 years (record is pulled and added to personnel file); then destroy
- 19. Medical files** (physical exams, blood-borne pathogens, etc.)
- A. 7 years after employee termination (add to personnel file); then destroy
 - B. Blood-borne pathogens (BBP)—30 years after termination; then destroy
- 20. OSHA forms**
- A. 5 years following the year to which they relate; then destroy
 - B. 30 years after termination if employee alleges health-related issue directly related to their employment
- 21. Personnel files**
- 7 years after employee termination; then destroy
- 22. Retirement 457B**
- For life of the plan; then destroy
- 23. Salary surveys**
- Until updated or superseded; then destroy
- 24. Supplemental insurance** (AFLAC, bills, premium statements)
- For life of the plan; then destroy
- 25. Timesheets**
- 2 years; then destroy
- 26. Unemployment reports**
- 3 years and until all audit requirements have been met; then destroy

27. Vision Plan

- 7 years after employee termination/1 year after termination of plan; then destroy

28. Worker's Comp claims

- A. Until conclusion of action + 5 years; then destroy
- B. Settlement (notice of claim w/lawsuit filed) + 7 years; then destroy

SECTION J: DEPARTMENT OF INFORMATION TECHNOLOGY**1. Correspondence:** includes internal/external communication, incoming/outgoing ground mail

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
- C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)

SECTION K: LOCAL MANAGEMENT BOARD**1. Administrative/General Files**

- 5 years after either the Community Partnership Agreement reconciliation; or until an audit is completed by the Children's Cabinet, whichever occurs later; then destroy

2. Correspondence: includes internal/external communication, incoming/outgoing ground mail, memos, miscellaneous departmental info, outside agency info, etc

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
- C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)

3. Program Evaluation

- 5 years; then destroy

SECTION L: DEPARTMENT OF PARKS AND RECREATION

SECTION L-1: Department of Parks and Recreation-Miscellaneous

1. **Accounts payable:** purchase orders, paid invoices, check requests
 - 3 years; then destroy
2. **Acquisitions & Deeds**
 - Permanently; eventually transfer to State Archives
3. **Bids**
 - A. Unsuccessful—1 year; then destroy
 - B. Successful—3 years; then destroy
4. **Budget**
 - 3 years; then destroy
5. **Capital improvement**
 - Screen annually; destroy material having no further fiscal legal or operational value
6. **Citizens Advisory Board Minutes**
 - Permanently; eventually transfer to State Archives
7. **Contracts**
 - End of contract + 1 year; then destroy
8. **Correspondence:** includes internal/external communication, incoming/outgoing ground mail, memos, miscellaneous departmental info, outside agency info, etc
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
 - C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)
9. **Departmental policies/ordinances**
 - Retain permanently; eventually transfer to MD State Archives
10. **Employee comp time**
 - 3 years; then destroy
11. **Job descriptions**
 - Until updated or superseded; then destroy
12. **Offenders**
 - Until updated or superseded; then destroy

- 13. Parks:** jobs to be done, budget-for-project, state open space funds
 - 20 years; then destroy
- 14. Payroll:** bi-weekly time and leave report
 - 3 years; then destroy
- 15. Payroll sheets:** CPO vacations, sick leave, comp and holiday report
 - 3 years; then destroy
- 16. Personnel files**
 - Until employee termination; then transfer to HR immediately
- 17. Program activity folders:** enrollment, attendance records, correspondence
 - 3 years; then destroy
- 18. Revenue records** from enterprise programs (includes recreational classes, property mgt, landings, golf course
 - 3 years; then destroy
- 19. Vendor files:** check requests and documentation
 - 3 years and until all audit requirements have been met; then destroy
- 20. Surveys**
 - A. 5 years and until summary is created; then destroy
 - B. Retain summary 5 years; then destroy

SECTION L-2: Department of Parks and Recreation-Tourism

- 1. Advertised Tear Sheets**
 - 3 years; then destroy
- 2. Awarded Grants**
 - Close-out of the grant + 2 years; then destroy
- 3. Check Deposits, copies**
 - 1 year; then destroy
- 4. Correspondence:** includes internal/external communication, incoming/outgoing ground mail, memos, miscellaneous departmental info, outside agency info, etc
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
 - C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)
- 5. Eastern Shore Heritage, Inc.**
 - 5 years; then destroy

6. Invoice copies

- 1 year; then destroy

7. General Files (alphabetical): association meetings, Commissioner's meeting minutes, marketing information statistics, visitor center reports, timesheets

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Permanently—any material that serves to document the origin, development or accomplishments of the department; eventually transfer to State Archives

8. Scenic Byway Project

- Permanently; eventually transfer to State Archives

SECTION M: DEPARTMENT OF PLANNING AND ZONING

SECTION M-1: Department of Planning and Zoning-Miscellaneous

1. **Contracts:** consulting, grant contracts
 - A. Life of contract/agreement + 3 years; then destroy
 - B. Grant contracts—until project completion + 10 years and until all audit requirements are met; then destroy
2. **Correspondence:** includes internal/external communication, incoming/outgoing ground mail, memos, miscellaneous departmental info, outside agency info, etc
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
 - C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)
3. **Manuals:** general reference, transportation, forestry, septic systems mgmt (waste water), demographics, land use planning
 - Once updated or superseded, keep one copy for reference; then destroy that which has been updated or superceded
4. **Maps, plans** (those deemed “official maps/plans” by County Commissioners)
 - Until updated or superseded
5. **Office files:** including time sheets, paid invoices, copies of paid invoices, purchase info, warranties, chronological files, correspondence (internal, county), facility use, association/organizations
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
6. **Projects:** open/closed, federal and state grants, program plan and funding
 - Until grant/project is closed + 5 years and until all audit requirements have been met; then destroy
7. **Reference**
 - Until updated or superseded; then destroy

SECTION M-2: Department of Planning and Zoning-Development Review & Permitting

1. **Alcoholic Beverages:** alcoholic beverage licenses, controlled beverage info, applications/renewals, hearing documents, TAM certification (coursework), articles of incorporation, certificate of incorporation, lease, deed, fire and health approvals, police department reports, violation reports
 - Screen annually; then destroy material having no further fiscal, legal or operational value
2. **Alphabetic files--Agricultural Land Preservation Program:** correspondence, funding, easements, regulations/policies, computer assessments, review fees, FIMA, golf course info, impact fees
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
3. **Amendments to Water & Sewer Plans:** including application, recommendations, staff report, commission resolution
 - Until updated or superseded; then destroy
4. **Annexation/ resolution, enterprise zone, funds, amendments**
 - 5 years after project completion; then destroy
5. **Board of Zoning Appeals**
 - 50 years; then destroy
6. **Bond files:** contractor cost estimates, correspondence, approvals, construction agreements with financial security documents, bond with security, bond with corporate surety
 - 20 years after final security release; then destroy
7. **Budget**
 - 3 years; then destroy
8. **Building Permit files:** building inspector's daily reports, copies of those reports including official copy, original inspector
 - 5 years; then destroy
9. **Building and Zoning files:** includes permits receipt, copy of application, site plan, construction drawing (includes plan review record, certificate of use and occupancy, zoning certificate, inspection request form, as-builts, BOA application that includes site plan, public notification, adjoining property owner, affidavits, assessment office info with copy of tax map, minute form, staff report—for Board, decision/opinion to requisition, special exception letter of acceptance)
 - A. Permits, site plans and drawings—permanently; eventually transfer to State Archives
 - B. Screen annually all other materials having no further fiscal, legal or operational value
10. **Capital Improvement Plan**
 - 5 years after project completion; then destroy

11. Comprehensive re-zoning

- Permanently; eventually transfer to State Archives

12. Critical Area (defined as any water areas that go into the Chesapeake Bay): map, application, invoice for fees, legal correspondence with Critical Area Commission and/or the county, early files included with subdivision files

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives

13. Director Manuals: various county resolutions, commission meeting minutes, standards, codes, zoning

- Screen annually, then destroy material having no further fiscal, legal or operational value

14. Forestry: receipt (original), map, letter re: compliance, application, certificate of title, copy of easement, correspondence

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives

15. General files: includes General Assembly bills/legislation, county legislation, EDU charges, state growth bill, comprehensive rezoning, signs, US 50 corridor, planning senior committees legislation

- Screen annually; then destroy material having no further fiscal, legal or operational value

16. Individual property files: well info, copy of building permit, site plans, correspondence, may have septic info

- Screen every 5 years; then destroy materials having no further fiscal, legal or operational value

17. Inspector file: includes inspector plans, copy of building and zoning permit, inspection request form, field inspection report, building inspection checklist, notes

- 5 years; then destroy

18. Job descriptions

- Until updated or superseded; then destroy

19. Legal: correspondence, settlement documentation

- 15 years after final settlement; then destroy

20. Legislation, bills

- Until updated or superseded; then destroy

21. Permanent plans—same building multiple times: construction plans only

- Until updated or superseded; then destroy

22. Personnel files

- Until employee termination; then transfer immediately to HR

23. Personnel policies, correspondence

- Until updated or superseded; then destroy

24. Planning—Agricultural Land Preservation Program: Agricultural Land Preservation Program application, correspondence with state, commission, soil conservation, district and planning

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives

25. Planning Commission info: agendas, meeting notes, site plan letters

- Permanently for historic reference; eventually transfer to State Archives

26. Planning Commission meeting minutes, copies of those minutes

- Permanent for historic reference; eventually transfer to State Archives

27. Planned Unit Development: including public hearing, review of master plans, site plans, computation, correspondence, staff review notes

- Screen annually; then destroy material having no further fiscal, legal or operational value

28. Projects: plans, maps, correspondence

- 5 years after project completion; then destroy

29. Reference materials

- Screen annually; then destroy materials having no further fiscal, legal or operational value

30. References, rules, regulations (includes procedural reference material, rules of operation for various boards, commissions, etc.)

- Until updated or superseded; then destroy

31. Rezoning files: including public hearings, formal notice (starts clock on appeals), hearing attendance list, list of parties notified of hearing, county commission files and resolution, staff notes, Planning Commission findings, copy of public notice, copy of public notice ad, staff report, application, maps

- A. 15 years; then destroy
- B. Copies of originals—destroy after 1 year and material has no further fiscal, legal or operational value

32. Scenic corridor designation and regulations

- Until updated or superseded; then destroy

33. Site plans and supporting documents

- Upon building demolition or 30 years; then destroy

- 34. Storm water management:** site plans, as-builts, storm water management plan log, inspection request form, notice of construction completion form, permit application, receipt, letter of certification construction completion
- Screen annually all other materials having no further fiscal, legal or operational value
- 35. Subdivision files:** application, correspondence, record plat, submitted to Technical Review Committee, staff report to Planning Committee, preliminary plat/approval, construction plans/approvals, final plat, record plat, receipts
- Retained permanently by the Circuit Court/Screen every 5 years; then destroy material having no further fiscal, legal or operational value
- 36. Technical Review Committee-**preliminary review process (all proposals should be centralized and duplicated in other areas): site plans, rolls of plans, committee members' comments on TRC's
- Screen files annually; then destroy material having no further fiscal, legal or operations value
- 37. Text amendment files:** applications, correspondence
- Until updated or superceded; then destroy
- 38. Tidal and Non-Tidal Wetlands:** reference, regulations
- Until updated or superseded; then destroy
- 39. Vehicle accident reports:** report, insurance info, auto loss notice
- Upon final resolution + 5 years; then destroy
- 40. Vehicles, vehicle bids**
- Life of vehicle ownership; then destroy

SECTION N: DEPARTMENT OF PUBLIC WORKS

SECTION N-1: Department of Public Works-Administrative Division

1. **Annual DPW Budget Packages**
 - 8 years; then destroy
2. **Citizen Complaints & Inquiries**
 - 3 years; then destroy
3. **Commissioner Agenda Packages**
 - 4 years; then destroy
4. **Commissioner Minutes**
 - Retained permanently by the QAC Commissioner's office for eventual transfer to State Archives
5. **Comprehensive Water & Sewer Plan**
 - Permanently; eventually transfer to State Archives
6. **Correspondence:** includes internal/external communication, incoming/outgoing ground mail, memos, miscellaneous departmental info, outside agency info, etc
 - A. Screen annually; destroy material having no further fiscal, legal or operational value
 - B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
 - C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a what has been classified by this retention/disposal schedule as a *record* will be printed out and retained according to the time periods specified herein)
7. **Department Head Meeting Notes**
 - 4 years; then destroy
8. **Director's Calendar & Daily Logs**
 - 7 years; then destroy
9. **Division Meeting Minutes**
 - 1 year; then destroy
10. **DPW—Project Files**
 - Until updated or superceded; then destroy
11. **Employee Benefit Info**
 - Termination + 1 year; then destroy
12. **Employee Job Descriptions**
 - Until updated or superceded; then destroy

13. Expense Reimbursement Request

- 1 year; then destroy

14. Legal Project Files

- Retain until material no longer serves legal, fiscal or operational value; then destroy

15. MES Reports & Agreements

- Retain until material no longer serves legal, fiscal or operational value; then destroy

16. OSHA Reports

- 5 years; then destroy

17. Payroll Records

- A. 1 year; then destroy
- B. Finance retains 7 years

18. Personnel Files

- 1 year after employee termination; then destroy

19. Personnel Notes & General Information

- 1 year after employee termination; then destroy

20. Roads Board Agenda Packages

- 8 years; then destroy

21. Roads Board Minutes

- Permanently; eventually transfer to State Archives

22. Sanitary Commission Agenda Packages

- 8 years; then destroy

23. Sanitary Commission Minutes

- Permanently; eventually transfer to State Archives

24. Sanitary District Rate Schedules

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 3 years in Downs; then destroy

25. Sewer/Water Benefit Assessment Records

- 10 years; then destroy

26. Solid Waste Plans

- Until updated or superceded; then destroy

27. SPT Meeting Notes & References

- 4 years; then destroy

28. Summarized Leave Usage Reports

- Employee termination + 2 years; then destroy

29. Transition Reports (report prepared for in-coming, non-incumbent commissioners)

- Permanently; eventually transfer to State Archives

30. Vendor Invoices

- 1 year; then destroy

SECTION N-2: Department of Public Works-Engineering & General Services

1. Accident Reports

- 5 years; then destroy

2. Annual Engineering Budget Packages

- 8 years; then destroy

3. Annual General Services Budget Packages

- 8 years; then destroy

4. Building & Facility Files

- 25 years; then destroy

5. Capital Project Files

- 5 years; then destroy

6. Correspondence: includes internal/external communication, incoming/outgoing ground mail, memos, miscellaneous departmental info, outside agency info, etc

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
- C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a classified record will be printed out and retained according to the retention/disposal schedule approved herein by the State Archivist)

7. Developer Project Files, Plats & Plans

- Permanently; eventually transfer to State Archives

8. DPW—Project Files

- 15 years; then destroy

9. Equipment Bids

- 10 years; then destroy

10. Expense Reimbursement Requests

- A. 1 year; then destroy
- B. Finance retains 7 years

11. Floodplain Applications & Permits

- Permanently; eventually transfer to State Archives

12. Grading Permits

- A. 1 year; then destroy
- B. Planning & Zoning retains permanently; eventually transfer to State Archives

13. Groundwater Appropriation Applications

- Until updated or superceded; then destroy

14. Leave Usage Reports

- Termination + 2 years; then destroy

15. Material Bids

- 8 years; then destroy

16. Payroll Records

- A. 1 year; then destroy
- B. Finance retains 7 years

17. Personnel Notes & General Information

- 1 year after employee termination; then destroy

18. Revenue Reports

- 7 years; then destroy

19. Service Contracts & Bids

- Expiration date of contract + 2 years; then destroy
- Bid submission + 1 year; then destroy

20. Shop Drawings

- Until updated or superceded; then destroy

21. Storm water/Floodplain Code and Design Standards

- Until updated or superceded; then destroy

22. Storm water Management Inspection Reports

- Permanently; eventually transfer to State Archives

23. Vendor Invoices

- 1 year; then destroy

SECTION N-3: Department of Public Works-Roads & Solid Waste

1. Accident Reports

- 3 years; then destroy

2. Annual Roads Budget Packages

- 8 years; then destroy

- 3. Annual Solid Waste Budget Packages**
 - 8 years; then destroy
- 4. Bridge Inspection Reports**
 - 10 years; then destroy
- 5. Capital Project Files: Federal & State Aid**
 - 5 years; then destroy
- 6. Daily Work Schedules**
 - 10 years; then destroy
- 7. DPW—Project Files**
 - 15 years; then destroy
- 8. Entrance Application & Permits**
 - 20 years; then destroy
- 9. Equipment Bids**
 - A. 1 year for unsuccessful bids; then destroy
 - B. 5 years for successful bids; then destroy
- 10. Expense Reimbursement Requests**
 - 1 year; then destroy
- 11. FEMA Documentation**
 - Destroy at the time of payoff, or 10 years; then destroy
- 12. Fixed Asset Transmittal Records**
 - See SECTION F: Department of Finance
- 13. Free Mulch Day Events**
 - 4 years; then destroy
- 14. Fuel Reports**
 - 10 years; then destroy
- 15. Groundwater Monitoring Reports**
 - Permanently; eventually transfer to State Archives
- 16. HHW/eCycle Events**
 - 4 years; then destroy
- 17. Highway Inventory Records**
 - Permanently; eventually transfer to State Archives

18. Insurance Reports: Claims and follow-ups

- Claim + 2 years; then destroy

19. Material Bids

- 8 years; then destroy

20. MDOT CTP Files

- 4 years; then destroy

21. Monthly Inmate Reports

- 25 years; then destroy

22. Mosquito Control Customer Billings

- 2 years; then destroy

23. Mosquito Control Program General Information

- 3 years; then destroy

24. Material Safety Data Sheet (MSDS) Information

- Until updated or superceded; then destroy

25. National Highway Functional Class

- Until updated or superceded; then destroy

26. Payroll Records

- A. 1 year; then destroy
- B. Finance retains 7 years

27. Public Works Agreements & Contracts

- Expiration of contract/agreement + 1 year; then destroy

28. Recycling Reports

- 10 years; then destroy

29. Repair Request Forms

- 4 years; then destroy

30. Revenue Reports

- A. 1 year; then destroy
- B. Finance retains 7 years

31. Right-Of-Way Deeds & Easements

- Permanently; eventually transfer to State Archives

32. Road Files

- Permanently; eventually transfer to State Archives

33. Road Maintenance & Improvement Schedules

- 10 years; then destroy

34. Roads Code & Design Standards

- Retain until material no longer has any legal, fiscal or operational value.

35. Scrape Tire & Transportation Reports

- 3 years; then destroy

36. Solid Waste Monthly Reports & Supporting Records

- 12 years; then destroy

37. Solid Waste Plans

- Until updated or superceded; then destroy

38. Special Mobil Equipment Titles

- Until sale or disposal of equipment

39. Tire Amnesty Events

- 8 years; then destroy

40. Transfer Station Files

- 7 years; then destroy

41. Utility Construction Permits

- 10 years; then destroy

42. Vehicle/Fleet Records

- Destruction or sale of replaced vehicle + 3 months; then destroy

43. Vendor Invoices

- 1 year; then destroy

44. Work Orders

- 7 years; then destroy

SECTION N-4: Department of Public Works-Sanitary District (Liberty Bldg.)

1. Account Billings & Collections

- 7 years; then destroy

2. Billings: water sales, septage, misc. services and repairs

- 7 years; then destroy

3. Financial Reports

- A. 1 year; then destroy
- B. Finance retains 7 years

4. Payroll Records

- A. 1 year; then destroy
- B. Finance retains 7 years

5. Water and Waste water Checks & Deposit Slips

- 10 years; then destroy

SECTION N-5: Department of Public Works-Sanitary District (Kent Island Plant)

1. Annual Sanitary District Budget Packages

- 8 years; then destroy

2. Capital Projects

- 15 years; then destroy

3. Certificate of Occupancies

- 1 year; then destroy
- Planning & Zoning retains 25 years; then destroy

4. Citizen Complaints & Inquiries

- 10 years; then destroy

5. Comprehensive Water & Sewer Plans

- Permanently; eventually transfer to State Archives

6. Connection Permits

- 10 years; then destroy

7. Consumer Confidence Reports

- 5 years; then destroy

8. Correspondence: includes internal/external communication, incoming/outgoing ground mail, memos, miscellaneous departmental info, outside agency info, etc

- A. Screen annually; destroy material having no further fiscal, legal or operational value
- B. Retain permanently any material that serves to document the origin, development and accomplishments of the department; eventually transfer to State Archives
- C. Electronic mail—60 days; then destroy (any e-mail transmission that is an elemental part of a classified record will be printed out and retained according to the retention/disposal schedule approved herein by the State Archivist)

9. Customer Account Files

- A. Current year: until audit is complete; then move to Downs Bldg.
- Prior 3 years in Downs; then destroy

10. Developer Project Files, Plats & Plans

- B. Permanently; eventually transfer to State Archives

11. Employee Job Descriptions

- Until updated or superceded; then destroy

12. Equipment/Vendor Files

- 10 years; then destroy

13. Equipment Inventory

- Until equipment disposal up to 10 years; then destroy

14. Expense Reimbursement Requests

- C. 1 year; then destroy
- D. Finance retains 7 years

15. FEMA Documentation

- 7 years; then destroy

16. Fire Flow Test Results

- 5 years; then destroy

17. Inspection Reports

- 8 years; then destroy

18. Insurance Reports: claims and follow-up

- 7 years; then destroy

19. Leave Reports

- Termination + 2 years; then destroy

20. Maintenance Reports

- Life of the maintained item; then destroy

21. MDE Documentation & reports

- 7 years; then destroy

22. MDE Plant Discharge Reports

- 7 years; then destroy

23. On-Call Schedules

- 5 years; then destroy

24. OSHA Reports

- 5 years; then destroy

25. Correspondence and Reports

- 8 years; then destroy

26. Overtime & Leave Authorization

- Termination + 2 years; then destroy

27. Personnel Files

- Upon employee termination + 1 year; then destroy

28. Photo Logs

- Until updated or superceded; then destroy

29. Property Deeds & Utility Easements

- Permanently; eventually transfer to State Archives

30. Public Works Development Agreements

- 15 years; then destroy

31. Sanitary Commission Agenda Packages

- 8 years; then destroy

32. Sanitary Commission Minutes

- Permanently; eventually transfer to State Archives

33. Sanitary District Rate Schedules

- A. Current year: until audit is complete; then move to Downs Bldg.
- B. Prior 3 years in Downs; then destroy

34. Sanitary Sewer Overflow Reports

- 10 years; then destroy

35. State Highway Administration Correspondence

- 10 years then destroy

36. Vendor Invoices

- 10 years; then destroy

37. Water Meter Reading Printouts

- 2 years; then destroy

38. Water System Reports: other water and wastewater documents, MDE documents

- 10 years; then destroy

39. Work Orders & Service Calls

- 10 years; then destroy

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